

# COLORADO Birth Certificate Request



**Vital Records Section**  
101 W. 9th Street  
Pueblo, CO 81003  
719-583-4555

ABN BC Number Issued \_\_\_\_\_  
Past Issues \_\_\_\_\_ Invoice Number \_\_\_\_\_

**Requestor Information:** email: vitalrecords@pueblocounty.us HS SPU S.O. Staff PDHS Posada

Print name of person making request:		First:	Middle:	Last name:	
Physical address:	City:	State:	Zip Code:	Daytime Phone Number:	
Mailing address:	City:	State:	Zip Code:	Email Address:	
<b>Relationship to Registrant</b> (Person named on certificate)		Self <input type="checkbox"/>	Parent <input type="checkbox"/>	Grandparent <input type="checkbox"/>	Stepparent <input type="checkbox"/>
		Child <input type="checkbox"/>	Brother/Sister <input type="checkbox"/>	Grandchild <input type="checkbox"/>	Legal Representative <input type="checkbox"/>
		Spouse <input type="checkbox"/>	Legal Guardian <input type="checkbox"/>	Other <input type="checkbox"/>	
Reason for request:	<input type="checkbox"/> ID/D.License	<input type="checkbox"/> Records	<input type="checkbox"/> Insurance/Medicaid	<input type="checkbox"/> Housing	<input type="checkbox"/> School <input type="checkbox"/> Travel/Passport
Pursuant to Colorado Revised Statutes, 1982, 25-2-118 and as defined by Colorado Board of Health Rules and Regulations, applicant must have a direct and tangible interest in the record requested. The penalties for obtaining a record under false pretenses include a fine of not more than \$1,000.00, or imprisonment in the county jail for not more than one year or both such fine and imprisonment (CRS 25-2-118).					
By signing below, I have read and understand that there are penalties for obtaining a record under false pretenses.					Today's Date:
<b>X</b>					

<b>Registrant Information:</b>					
Information about person whose birth certificate is being requested. <b>**If adopted, provide adoptive information.**</b> Male <input type="checkbox"/> Female <input type="checkbox"/>					
Full Name at Birth	First:	Middle:	Last:		
Date of Birth	Month	Day	Year	Is this Person Deceased? No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, must provide copy of death certificate If death occurred in CO. provide date of death: _____ SF # _____	
Place of Birth	City		County	<b>COLORADO</b>	
Full Name of Mother or Parent A	First	Middle	Last Name Prior to 1st. Marriage (Maiden)	Parent A- State of Birth	
Full Name of Father or Parent B	First	Middle	Last Name Prior to 1st. Marriage (Maiden)	Parent B- State of Birth	

**Make check or money order payable to PDPHE or Pueblo Department of Public Health and Environment. Please do not send cash through the mail. Additional funds received of \$5.00 or less will not be refunded unless requested in writing.**

**Business hours: Monday - Friday 8:00 am - 4:30 pm (except holidays)**

**CLOSED FOR LUNCH FROM 12:00 to 1:00 PM**

**No appointment needed- same day service available until 4:15 pm**

Cash, checks, money orders, Visa and MasterCard are accepted.

**Orders are also accepted online at [www.vitalchek.com](http://www.vitalchek.com) (additional fees apply)**

**By email at: [vitalrecords@pueblocounty.us](mailto:vitalrecords@pueblocounty.us)**

**Mail in request:** certificate will be mailed within four business days.

**Genealogy :** request will be mailed within two weeks.

**Ways to Order**

**Charges (all fees assessed are NON-REFUNDABLE)**

**Effective 7-1-18** \$20.00 for first copy (or search of files when no record is found).

\$13.00 for each additional certificate of same record ordered at the same time.

<b>Office Use Only!</b>			
1st Copy	2nd /Exchange	Total Copies	
_____	_____	_____	
Cert \$ _____	SPU \$ _____	Total \$ _____	
ID Copied _____	Issued By _____		
	<small>staff initials</small>	<small>staff initials</small>	
SF # _____	_____		
\$ _____	\$ _____	\$ _____	\$ _____
Cash/Ck#	Check	Credit Card	Total

<b>(Proof of Relationship)</b>	
Birth Name of Person Related to Registrant: _____	
Date of Birth:	_____
Maiden Name :	_____
SF # :	_____

**(Right to the Record)** Birth, death and fetal death certificates are **confidential** in the State of Colorado. These records are not public records and, therefore, are not subject to the Freedom of Information Act.

The **registrant** (person named on certificate). Current **spouse**. Marriage certificate is required or for common-law marriage, a notarized affidavit of common-law marriage, joint income tax returns or insurance policies can be accepted. (in the case of common-law marriage, all documents must clearly state: **husband and wife**.) **Ex-spouse**. Must present proof of direct and tangible interest. Marriage certificate is **not** acceptable (e.g. insurance policy, letter from SSA). **Parent/Co-parent**. Must be listed on birth certificate. **Stepparent**. Your marriage certificate to a parent that is listed on the birth record is required. **Legal guardian**. Original certified court order proving custody is required. **Grandparents/Great grandparents**. Birth certificate(s) proving relationship is required. Paternal grandparents if father listed. **Siblings/Half siblings**. Birth certificate listing at least one of the same parents is required. **Children/Grandchildren/Great grandchildren**. Birth certificate(s) proving relationship is required. **Legal representative/Paralegals**. Proof of client relationship is required, as well as proof of the client's relationship to the registrant. **Consular Corps/Consulate offices**. Must present appropriate credentials verifying association with the consulate. **Adoption Agencies**. Certified court orders proving custody is required. **Genealogists**. Notarized signed release from immediate family member is required as well as proof of the family member's relationship. Certificate marked "For Genealogical Use Only". **In-laws/aunts/uncles/nephews/nieces/ cousins**. Only eligible for birth records of deceased relatives that are over 50 years old and must present a copy of the registrant's death certificate. **Recruiters**. Birth certificate can only be issued upon a signed release from inductee or they can have a DD372 (birth verification) completed. **Governmental agencies** (SSA, Human Services, etc.) No additional documentation needed – fees may apply.

Identification and Proof of Relationship is Required, such as a birth certificate or marriage certificate. If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, grandparent, sibling, or adult child, who can provide Identification and Proof of Relationship to request certificate. (List Revised 03-01-2018)

**PRIMARY LIST:** at least 1 of the following

**All documents presented must be current and valid. Expired documents drop to the Secondary List. Documents that do not contain either an issue or an expiration date will not be considered acceptable.**

Alien Registration Receipt/Permanent Resident Card	School, University or College ID Card
Certificate of U.S. Citizenship	Temporary Resident Card
City of Denver/Denver County Jail Temporary Inmate ID	U.S. B1/B2 Visa Card with I-94 Card
County of Pueblo Jail Inmate Temporary ID	U.S. Certificate of Naturalization
Colorado Department of Corrections ID Card	U.S. Citizenship ID Card (I-197)
Colorado Department of Human Services Youth Corrections ID	U.S. Merchant Mariner Card
CO Temporary Driver's License/State ID (issued within 30 days)	U.S. Military ID Card
Employment Authorization Card (INS Form I-766)	U.S. Passport Book or Card
Foreign Passport	U.S. State or Territory Photo Driver's License or Photo ID Card
Government Work ID	
Job Corps ID Card	

**SECONDARY LIST:** or at least 2 of the following  
**(Any document expired more than six months will not be accepted)**

Acknowledgement of Parentage Document ( <b>CO only</b> )	Marriage License/ Certificate (U.S.A. only)
Birth Certificate of Applicant (U.S.A. only)	Medicare Card (issued by Social Security Administration)
Colorado Craft or Trade License (issued by DORA)	Mexican Voter Registration Card (Mexican Federal Gov)
Colorado Medicaid Card (State of Colorado only)	Motor Vehicle Registration or Title (U.S.A. only)
DD-214 (U.S. Military separation document)	Pilot License (Issued by FAA)
Divorce Decree (U.S.A. only)	Selective Service Card/Letter (U.S.A. only)
Final Decree of Adoption that bears the seal of the court	Social Security Card (issued by Social Security Administration)
Final Decree of Name change that bears the seal of the court	State, Territorial or Federal Prison or Corrections Card
Fishing/Hunting License (must be current - CO only)	Weapon or Gun Permit (U.S.A. only)
Foreign or International Driver's License (with photo)	Work ID, Paycheck Stub, Pay Statement (within 3 months) or W-2 (last tax year)
Colorado Hospital Birth Worksheet (issued within 6 months)	

**WE CANNOT ACCEPT THE FOLLOWING:**

Birth Certificates issued by Foreign Governments	Tribal ID Card
City & County Detention Center ID Card	Undated Documents
Hospital/Souvenir Birth Certificates	Out-of-State Medicaid/Medical Cards
IRS-ITIN Card or Letter	Out-of-State Temporary Driver's license or Temporary State ID
Matricula Consular Card	Veterans Universal Access ID Cards
Novelty ID Cards	WIC Card
Non-expiring Identification Cards (unless issued within the last 5 years)	